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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chairman, Projects Review Committee  
 Through: Deputy Executive  
 FROM : Services Officer  
 SUBJECT: Request for Approval of Project

DATE: 19 April 1949

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1. In accordance with Administrative Instruction [REDACTED] dated 20 December 1948, Subject: "Projects", approval is requested to lease a brick building containing approximately 7,000 sq. feet and an unimproved lot 237 feet long by 70 feet wide adjacent to the [REDACTED] Warehouse property at an annual rental of \$4,800.

2. The Services Office has planned to occupy this building for a number of months but, due to occupancy by [REDACTED], this was impossible. The building is required for the storage of paper and other materials of large size and considerable weight. Warehouse space now being used for paper storage is not suitable due to the size and capacity of the elevator of the old [REDACTED] red-brick building. In addition, the acquisition of this space and unimproved land is almost essential to the secure operation of the [REDACTED] property. The unimproved land can be used for the outside storage of certain materials and equipment which will not be seriously effected by other elements.

3. A written offer has not been received from the lessor, but it is understood that he will install an oil burner and five overhead fan-type heaters. No other work in this building is planned or required at this time. As in the cases of other existing leases with [REDACTED] the Government will be required to furnish all services including heat, light, water, etc.

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